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ABSTRACT

This 1975 handbook aims to clarify the policies, responsibilities, services, procedures, and privileges of faculty members at Seaver College. The history and purposes are reviewed, followed by a description of the administrative and faculty organization. Faculty-institution relations are discussed in terms of: appointments, academic freedom and tenure, promotions, teaching load, extra employment, third trimester contracts, and faculty benefits. Faculty responsibilities are outlined with regard to academic standards, meeting classes, office hours, chapel attendance, graduation, academic advisement, committee assignments, testing and grading, and faculty evaluation. Other university services are also reviewed. (LBH)

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PEPPERDINE UNIVERSITY

SEAVER COLLEGE

FACULTY HANDBOOK

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FOREWARD

There are universities in Europe whose traditions are so long established and so generally understood that a written document outlining policies and practices would be completely unnecessary. Fortunately, or unfortunately, that is not the case at Seaver College. We are a part of a university which has undergone an amazing growth during the past decade. With this growth, it has become increasingly important that our policies and procedures be codified and communicated in detail. This handbook is our attempt to clarify the policies, responsibilities, services, procedures and privileges of faculty members at Seaver College. May I urge each of us to use this handbook frequently and to follow the procedures it describes.

I feel no need to urge each faculty member to fulfill his professional responsibilities. Each faculty member was chosen because he or she was judged to have the academic, ethical, and spiritual qualifications to make a significant contribution to Pepperdine students. I am confident that each faculty member will fulfill his responsibilities in a thoroughly professional manner. I appreciate your cooperation in the exciting school year now beginning, and invite your suggestions and criticisms as we work together.

Norman Hughes
Dean

SCOPE OF THE FACULTY HANDBOOK

This handbook serves as a ready reference for the faculty on many pertinent matters. The handbook reflects official University policy, but it is not a policy-making instrument. Official policies are determined through such official channels as Board action, administrative decision, votes by the general faculty and faculty committees. This handbook does not attempt to incorporate all policies effected by these channels.

1. BACKGROUND OF PEPPERDINE UNIVERSITY

Pepperdine was established in 1937 through the philanthropy of George Pepperdine, founder and developer of the Western Auto Supply Company. Impressed by the great service rendered by graduates of Christian colleges, Mr. Pepperdine determined to use his life's earnings to establish such a college in Los Angeles. He believed that an investment in Christian education for young people was the soundest investment that could be made. The grant made by the founder provided the original beautiful campus and buildings, and an endowment of approximately two million dollars.

The Malibu campus opened in September, 1972, with 850 students. Phase I development of the new campus represents an investment of \$32,800,000. On April 20, 1975, the Liberal Arts College at Malibu was designated "Frank R. Seaver College." The late Mr. Seaver and his wife have been the benefactors of a number of private colleges in Southern California.

Students who apply for entrance are not admitted or rejected because of religious affiliation, race, sex, or national background. On the contrary, men and women of many religious beliefs, cultures, races and nationalities pursue their studies at Pepperdine.

The policies of the institution are guided by a self-perpetuating Board of Trustees which is assisted by a University Board of distinguished business and professional leaders.

A. FOUNDER AND SPIRITUAL HERITAGE

STATEMENT OF GEORGE PEPPERDINE (1937)

I am endowing this institution to help young men and women to prepare themselves for a life of usefulness in this competitive world and to help them build a foundation of Christian character and faith which will survive the storms of life.

Our college is dedicated to a two-fold objective:

- (1) To provide first class fully accredited academic training in the Liberal Arts, including Social and Natural Sciences, History, Languages, Mathematics, Music and other courses.
- (2) But especially are we dedicated to a greater goal: that of building in the student a Christ-like life, a love for the church and a passion for the souls of mankind.

We want to build in the student Christian character and a desire to prepare for Christian service, Christian living, and Christian influence in the world.

B. INTELLECTUAL PURPOSES

Along with its distinctive background as a Christian institution, Pepperdine shares the intellectual heritage belonging to all universities.

Great principles underlie the existence of a university: truth awaits discovery; knowledge's edge is tentative and must always be open to scrutiny; a spirit of inquiry is a precious commodity. In protecting and furthering such principles, a university must deepen curiosity, enhance a sense of wonder and reverence, sharpen critical thinking and encourage creativity.

During their college careers, students can master methods of research and learn the value of logical processes. They may discover how observation and thinking led to human progress and how such progress has benefited mankind. They may become more critically aware of social and physical environments, mastering skills which may improve man's condition. Students can develop an outlook which will give them a perspective on their own culture as in literature and the arts. Faculty members in a university share solemn responsibilities and rich privileges toward such opportunities for students. In addition to the student's ability and willingness to learn, no more vital aspect exists in the educational process than a committed and industrious faculty.

Through our special academic emphases at Seaver College—interdisciplinary study within and across divisional lines, the development of self-discipline and individualized growth in independent study, and dialogue with the faculty through counseling and small seminars—students will have rich opportunities for growth. Faculty devotion to careful thinking, reverence for truth and beauty and respect for students will help create that intellectual climate in which young people will develop insights and skills toward solving the critical problems with which man must deal as he approaches the 21st Century.

II. ADMINISTRATIVE AND FACULTY ORGANIZATION

A. CENTRAL ADMINISTRATION

Despite Pepperdine's multi-campus concept, there are several functions which are handled centrally, in addition to the central oversight exercised by key University personnel. The chancellor, president, and executive vice president all operate university-wide. The following service functions are also organized university-wide: registrar, finance, admissions, personnel and library.

III. FACULTY – INSTITUTION RELATIONS

A. APPOINTMENT TO FACULTY

The University realizes that academic freedom and economic security are essential for acquiring and maintaining a strong faculty. The faculty member in his academic pursuits shall enjoy the traditional freedom characteristic of the best in higher education as it has developed in Western culture. The faculty member, while recognizing his special responsibility to the University as a contributing scholar, requires and cherishes full freedom of discussion in the classroom, freedom of professional research and publication of results. Dedicated to the free pursuit of truth, he regards it his sacred duty to encourage freedom of inquiry in his peers and in his students. While observing the ideals and purposes of a private, Christian liberal arts University, the faculty member maintains the right of peacefully seeking revision of policies, seeing that profound moral discontent may arise in our time out of social injustices and the unresponsiveness of government and institutions. As a member of his community, he has the obligations of any citizen, but he is mindful that he is in a special position as a faculty member and that, in many respects, his public behavior and attitudes reflect upon the University; in speaking or acting as a private person he must carefully avoid creating the impression that he speaks or acts for the University. Moreover, free inquiry and the pursuit of truth are indispensable conditions for the attainment of the goals of any University, and should these conditions cease to obtain, an institution can no longer be termed a University. The faculty member, while enjoying academic freedom, shares responsibility with the Administration for the preservation of this freedom. Therefore, the faculty member is free within a broad but intricate framework of responsibility to himself in his quest for truth and to his colleagues and his students as sharers in this quest, to his University with its ideals and purposes, and to his society with its basic mores and morals.

(The philosophy stated above has been agreed upon by the Board of Trustees and the faculty. The specific details of the tenure policy are being discussed as this handbook is being printed. As soon as these details are complete, a formal statement will be circulated to all faculty members.)

NOTICE OF NONREAPPOINTMENT—If the faculty member is in his first year of service at Pepperdine, he will be notified not later than March 1 of that academic year if his appointment will be terminated at the end of the year.

A faculty member who is in his second or later year of academic service in the University will be notified not later than December 15 of the academic year in which his appointment will be terminated.

The appointment of faculty members who have attained tenure may be terminated only for cause. Faculty members may be removed from tenure positions for causes such as:

- (a) Neglect of duty.
- (b) Dishonesty, moral delinquency, or turpitude.
- (c) Professional incompetence or incapacity.
- (d) Misconduct which causes injury or brings discredit to the University.
- (e) Serious or continuous disharmony with the institution's policies.
- (f) Activity knowingly and willfully directed toward the violent overthrow of either the government of the United States or any of its constituent parts.

If at any time attendance at the University drops in such a way as to create a financial exigency, or if demand for particular courses is not sufficient to justify economically the continuance of such courses, the Board of Trustees reserves the right to alter the number of faculty members as the conditions of the time require. Termination of a continuous appointment because of financial exigency should be demonstrably BONA FIDE.

When reason arises to question the fitness of a faculty member who has tenure or whose term or appointment has not expired, the Chairman of his Division and the Administration shall discuss the matter with him in personal conference. The matter may be terminated by mutual consent at this point; but if an adjustment does not result, the Chairman of the Division, the President, the Executive Vice President, the Dean, and the Professional Problems Committee shall inquire to effect an adjustment, if possible, and, if none is effected, to determine whether in their view formal proceedings to consider dismissal should be instituted.

If proceedings are to be instituted, a Hearing Committee shall be chosen as follows: The faculty in open meeting shall nominate a minimum of seven full-time faculty members. By secret ballot each full-time faculty member shall vote for three of the seven. The three receiving the largest vote will serve. The President of the University shall appoint three full-time faculty members. The seventh member of the Committee, who shall serve as Chairman, will be the Chairman of the Faculty.

The President, the Executive Vice President and the Chairman of the Division concerned shall be given due notice of all meetings and shall be free to attend and to question any

witnesses testifying orally; but the hearing shall be conducted by the Committee, who will make recommendation to the Board of Trustees. The decision of the Board of Trustees will be final.

The Hearing Committee shall proceed with its work by sending a statement to the faculty member at least two weeks before the hearing, and the place and time of hearing shall be specified. The faculty member shall state in reply whether he wishes a hearing, and, if so, he shall answer in writing the statements in the communication of the investigating committee, not less than one week before the date set for the hearing.

If the faculty member does not wish a hearing, the committee shall consider the case on the basis of the obtainable information and decide whether to recommend that he be removed; otherwise the hearing shall go forward.

In a case of serious danger to the University or its students, the President shall have the right to suspend the faculty member at the time charges are presented to the Professional Problems Committee. In case the Board upholds the faculty member he shall receive full compensation for the time of suspension. If the Board holds that he is guilty of the charges made, he shall be paid one month's salary from the date of his suspension.

The faculty member shall be confronted with all evidence and testimony pertinent to the case and shall have full time (a maximum of 30 days) and freedom to reply and to present whatever evidence or testimony he may wish. The hearing shall be thorough and complete, with any investigating member disqualifying himself if he feels for any reason that his judgment might be prejudiced. The faculty member shall have the right to appear before all boards or committees, including the Board of Trustees in the presence of the Administration. The hearing shall be recorded in detail and shall be available to all concerned.

C. PROMOTIONS

Pepperdine University follows the rank system customary in American colleges: Instructor, Assistant Professor, Associate Professor and Professor. Librarians will be considered to have attained corresponding rank when they have fulfilled equivalent requirements. The following standards serve as guides in making appointments and promotions:

- (a) Instructor: The M.A. degree or equivalent is usually required for employment.
- (b) Assistant Professor: Attainment of this rank usually depends on meeting EACH of the following conditions:

- (1) A minimum of three years of teaching as an instructor if employed at that rank.
- (2) The completion of at least 48 units of graduate study or seven years of successful teaching experience.

The above conditions may be waived for persons holding the doctorate.

- (c) Associate Professor: It is expected that all persons appointed to this rank will hold the doctorate or equivalent. The rate of progress toward this rank will usually depend on the following factors:

- (1) Seven years of teaching experience after receiving the doctorate or
- (2) A minimum of ten years of teaching experience plus the doctorate.

The time periods listed for this rank may be shortened in cases of unusual creative achievements or contributions to knowledge through research and publication.

- (d) Professor: A faculty member may be eligible for promotion to full professorship after fifteen years of successful teaching experience. Creative achievements or significant research and publication may result in earlier appointment to this rank.
- (e) Promotion should not be regarded as automatic upon the attainment of minimum requirements stated in the foregoing standards. Promotion is made only upon recommendation of or conference with the appropriate Divisional Chairman or upon review by the Rank and Promotion Committee, and with the approval of the Dean, the Executive Vice President, and the President.

All who participate in moving a faculty member toward promotion have the responsibility of evaluating his ability, his effectiveness, his dedication to the total educational program of the University, and his contribution to its welfare.

- (f) Experience as a factor in promotion is defined as responsible and meaningful participation in educational activities of which the following are illustrative:
 - (1) Full responsibility for one or more classes as a teaching assistant while pursuing a graduate program.
 - (2) Full or part-time employment as a faculty member of a recognized academic institution.
 - (3) Significant involvement in the practice of a profession that is reflected in the faculty member's area of teaching, such as music, art, business, or religion.

D. ACADEMIC FREEDOM

The University realizes that academic freedom and economic security are essential for acquiring and maintaining a strong faculty. The faculty member in his academic pursuits shall enjoy the traditional freedom of research and teaching characteristic of the best in higher education as it has developed in western culture, limited only by certain complex personal and institutional responsibilities. The University realizes that freedom of thought and speech is the life blood of an institution of higher learning. Recognizing that freedom cannot be separated from responsibility, the University expects the faculty member to be aware always that though he is a private citizen he can never escape the responsibility arising from his relationship to the University even in his most private endeavors. For whatever he is or does represents his University. Irresponsible and thoughtless use of freedom often destroys the source from which it flows. The faculty member at Pepperdine is free within the wide but intricate framework of responsibility to himself as a lover of truth, to his university with its ideals and purposes and to his society with its basic mores and morals.

E. TEACHING LOAD

In an effort to have a standard against which to measure teaching loads, and to assure greater equity in teaching loads for all faculty, the Divisional Chairmen and the Dean have established policies to allocate teaching loads. A faculty member shall be considered to be teaching a full load when he has a total of fourteen (14) units in the fall or winter trimesters. A full load for the spring trimester shall be eight (8) units, for which the faculty member shall be paid twenty four percent (24%) of his two-trimester salary. Overload pay for more than four (4) units per trimester will be approved only in the most exceptional cases. Approval of the Dean must be obtained before the beginning of the term for overload in excess of four (4) units.

1. A class with fewer than eight students:

Teaching credit is one-eighth of the unit value of the class for every student enrolled. Should students be enrolled in different directed studies or supervised field work, teaching credit is one-sixth of the unit value if part of the regular contract. Should these activities constitute an overload activity for full-time instructors, or be taught by part-time instructors, compensation will be at the rate of \$60 per student unit. An instructor may not teach more than four different directed study or supervised field work students.

2. A class with enrollment of between eight and eighty:
Teaching credit equal to unit value of the class.

- a. Exception: full teaching credit will be given for required courses with enrollment fewer than eight students when approved by the appropriate Divisional Chairman and the Dean.
- b. Exception: by special permission of the Divisional Chairman and the Dean, should an interdisciplinary class be team taught that results in a reduction in the courses offered, the total teaching credit will be equal to one and one-half times the unit value of the class, divided between teachers. In such a situation, minimum enrollment to receive full credit must be twelve.
3. A class with enrollment from 80 to 149:
Teaching credit is one and one-half times the unit value of the class.
4. A class with enrollment from 150 to 250:
Teaching credit is double the unit value of the class.
5. A class with enrollment that exceeds 250:
Teaching credit is triple the unit value.
6. Direct supervision of laboratories:
One unit for every lab period.
7. Teaching a one-unit physical education activity course:
One and one-half units.
8. Administrative work:
Directing student teaching.
1 unit for every two students.
 - a. Divisional Administration — 8 units
 - b. Director of Teacher Education — 4 units
 - c. Director of Physical Education — 3 units
 - d. Director of Year in Europe — 6 units
 - e. Director of Testing — 3 units
 - f. Chairman of Credits Committee — 2 units
9. Special programs:
 - a. Athletic Director — 2 units
 - b. Assistant Athletic Director — 1 unit
 - c. Director of Women's Athletics — 1 unit
 - d. Director of Drama — 4 units -- including Play Production Classes

- e. Director of Forensics — 2 units including Intercollegiate Forensics Production Classes.
 - f. Director of Student Publications — 6 units including publications production classes
 - g. Directing orchestra — 4 units including orchestra class
 - h. Directing chorus and ensemble — 4 units including class
 - i. Coaching basketball — 5 units
 - j. Coaching baseball — 5 units
10. Teaching individual progress courses:
One unit for every nine students enrolled in a four—unit course.
11. Teaching private music:
One unit for every three units of instruction. No full-time faculty member may teach more than 18 units of instruction (six units of teaching load) as part of his regular load.
12. Art studio classes:
Teaching credit is equal to three-fourths of class contact time.
13. By prior permission with Divisional Chairman and Dean, some teaching credit may be given for special projects which enhance professional growth of the faculty and the academic reputation of the institution.

F. EXTRA EMPLOYMENT

It is expected that full-time employment at Pepperdine University will require most of the faculty member's working time. Priority should be given to academic responsibilities, including teaching, counseling, and committee work. Consideration of these factors will be included in proposals for salary increments and promotions.

All cases of outside employment, including any teaching responsibilities within the University outside of Seaver College, should be reported in writing to the Dean.

G. THIRD TRIMESTER CONTRACTS

Some faculty contracts are written for two trimesters and others are for three trimesters annually. All faculty who desire three trimester contracts will be guaranteed twenty four (24%) of their two trimester base salary for teaching eight (8) units and meeting all regular faculty responsibilities. Should additional teaching be needed during the third trimester, the compensation will be at the regular overload rate. Because of financial limitations and the limited number of courses needed during the spring trimester, few faculty members should

assume that they will teach more than eight (8) units, and under no conditions will anyone teach more than twelve (12).

H. FACULTY BENEFITS

1. HEALTH AND INSURANCE PLAN

Firmman's Fund American underwrites the health and insurance program available for the faculty at Pepperdine. Presently the University contributes approximately 70% of the premium cost, and the faculty member pays approximately 30%.

SCHEDULE OF INSURANCE

ELIGIBLE STATUS: Each person, not excluded below, who is in regular, full-time active employment as an employee of the policyholder is an eligible status hereunder.

PERSONS EXCLUDED FROM ELIGIBLE STATUS: (1) Temporary employees, and (2) each director of the corporation, unless he is otherwise in an eligible status as a regular, full-time active employee of the corporation.

DEFINITION OF DEPENDENTS: The term "dependent" means the insured employee's spouse, unless legally separated, and unmarried children from birth to age 19 or to age 25 if a full time student dependent on the employee for financial support and maintenance. Stepchildren, foster children, and legally adopted children are eligible as dependents.

Previously insured mentally and physically handicapped children may be covered beyond age 19 provided they are dependent on the employee and incapable of self-sustaining employment.

EXCEPTION TO PROVISIONS:

EXCEPTION TO FAMILY MAXIMUM ON CASH DEDUCTIBLE PROVISION:

Said provision is amended to read in its entirety as follows:

Family Maximum on Cash Deductible. A maximum Cash Deductible equal to three times the Cash Deductible applicable to an insured person shall be applied to the total Covered Expense, excluding Covered Expense of a covered pregnancy of all insured persons in any one calendar year.

SCHEDULE OF BENEFITS

| BENEFIT MAXIMUM AMOUNT AND LIMITS | EMPLOYEES | DEPENDENTS | |-----------------------------------|-----------|------------| |-----------------------------------|-----------|------------|

MEDICAL EXPENSE BENEFITS

HOSPITAL AND AMBULANCE BENEFITS:

Basic Room and Board Daily Rate	\$50.00	\$50.00
Days during any disability	70 days	70 days
Miscellaneous Expense		
Maximum during any disability	\$1,200.00	\$1,200.00
Ambulance, during any disability	25.00	25.00

SURGICAL AND RADIOTHERAPY BENEFITS: IN ACCORDANCE WITH SCHEDULE

Dollar Unit Value \$7.00,		\$7.00
Maximum during any disability	\$1,400.00	\$1,400.00
Anesthesiologist, Dollar Unit Value \$7.00		

IN-HOSPITAL DOCTOR CALL BENEFIT:

Daily Medical Rate	\$6.00	\$6.00
Maximum Aggregate Amount, during any disability	\$420.00	\$420.00

DIAGNOSTIC LABORATORY AND X-RAY BENEFIT:

Maximum Amounts:		
For injuries in any one accident	\$50.00	\$50.00
For any sickness in any twelve Consecutive months	\$50.00	\$50.00
Supplementary Accident Benefit	\$500.00	\$500.00

MAJOR MEDICAL BENEFIT:

Coinsurance Percentage:		
With respect to Covered Expense for Mental or Nervous Disorders while not Hospital confined	50%	50%
with respect to all other Covered Expense	80%	80%
Cash Deductible:		
With respect to Injury or Sickness	\$100.00	\$100.00

With respect to Covered		
Pregnancy (Normal)*	\$700.00	\$700.00
Deductible Accumulation Period	365 days	365 days
Maximum Benefit Payable	100,000.00	100,000.00
Pregnancy (abnormal)	100% J	100.00
Covered Expense Limits for Mental or Nervous Disorders while not Hospital Confined:		
Daily Rate	\$20.00	\$20.00
Maximum Amount	\$500.00	\$500.00

Catastrophic Disabilities—expenses in excess of \$3,000.00 per year will be paid at 100% for the remainder of the year.

LIFE INSURANCE BENEFITS

The Employee's LIFE INSURANCE AMOUNT and the ACCIDENTAL DEATH AND DISMEMBERMENT Principal Sum Amount are stated in the "SCHEDULE OF BENEFITS FOR EMPLOYEES" on the face of the policy. These LIFE INSURANCE BENEFITS for employees shall automatically be reduced to one-half upon an employee attaining the age of 65 and will terminate upon his attaining the age of 75. The effective date of such reduction or such termination shall be the policy anniversary coinciding with or next following the employee's birthday on which the change of age occurs, whether or not the employee is actively at work on that date.

2. RETIREMENT

Retirement is mandatory at the age of sixty-five, but in case of mutual agreement between the University and the faculty member employment may be continued on an annual basis for five additional years. Salary-schedule benefits and annual increments do not apply to faculty beyond the formal retirement age of sixty-five.

Retirement provisions for faculty at Pepperdine University are two-fold:

- (1) The Social Security program of the federal government.
- (2) The Teachers Insurance and Annuity Association annuity and College Retirement Equities Fund.

Both of these retirement programs commence payment following the 65th birthday of the faculty member, if officially retired by the University. The Social Security program is subject to the laws of the federal government, and both the employee and the employer financially contribute.

The TIAA and the CREF programs are at present optional to the faculty member when he fulfills the following conditions:

- (1) Has reached the age of 30 years.
- (2) Has the rank or equivalent of assistant professor.
- (3) Has served at least one academic year at Pepperdine University or has participated in the TIAA/CREF program at another institution.

The distribution between TIAA and CREF is at the option of the faculty member, in keeping with procedures established by TIAA. Employee contributions are deducted from the faculty check. Matching the employee's investment in TIAA/CREF, the University will contribute up to 5% of the participating faculty member's gross salary; the faculty member will contribute 5% — 16% of the contract salary. Under this arrangement, the faculty member's payroll deduction is tax exempt for the current tax year. Upon retirement, faculty members who choose this tax shelter would pay income tax on retirement income which is based on such a tax sheltered investment. The combined contributions of the participant and Pepperdine University shall be used to purchase retirement benefits.

TIAA now offers a new retirement transition benefit. The University has approved this benefit, and it is available to those faculty members who participate in the retirement program and who retire after June 1, 1972. This retirement option permits the annuitant to take up to 10% of his accumulation in one sum when annuity income begins, provided that the annuitant has attained the age of 55 or more at that time. This option helps retirees to meet such cash needs as a down payment on a retirement home or retirement travel plans.

Those faculty members who reach an agreement with the University and continue to teach one year at a time after retirement age will not receive a contribution from the college to their retirement plan. Faculty members who wish to continue in TIAA after the usual retirement age must make the entire contribution themselves.

3. PROFESSIONAL TRAVEL

Members of the Pepperdine faculty are encouraged to attend professional meetings related to their various disciplines. Toward this end the University has adopted the following policies:

- (a) At the time the Divisional Chairman submits his budget, it should include any request for any member of his division to attend a professional meeting.
- (b) When trips are approved by the Dean, the college will pay 75% of the most economical air fare and the sum of \$15 per day toward providing a room and other expenses. A day is defined as a period of twenty-four hours or a shorter period that includes a night's lodging.

- (c) A faculty member who wishes to attend a meeting should secure the approval of his Divisional Chairman well in advance of the meeting he wishes to attend, and in turn the Divisional Chairman should secure the approval of the Dean. This procedure is necessary, even though the expenditure was included in the budget submitted by the Divisional Chairman.
- (d) In special circumstances where a faculty member has been invited to deliver a major address or participate as a member of a major panel, the college will entertain the proposal by the Divisional Chairman to bear all of the expenses. The Dean will review the proposal and determine whether or not it is approved.
- (e) The amount of assistance that the University can provide at any time will depend to some extent on prevailing economic conditions and the financial condition of the University.

4. TUITION BENEFITS

In 1971 tuition benefits were revised. For details concerning benefits applicable to those whose employment began or whose contracts were dated prior to September 1, 1971, see the Manual of Standard Procedures, February 1968, and the Faculty Handbook of 1970. The following benefits (from the May 1971 revision of the Manual of Standard Procedures) apply to all those whose employment began or whose contracts were dated September 1, 1971, or thereafter.

ELIGIBILITY REQUIREMENTS. In order to be eligible for tuition benefits during the three trimesters and summer school, the student must be in one of the following categories:

1. A full-time member of the faculty: one who has been assigned a full load of teaching or equivalent service during two or more trimesters of the academic year.
2. An administrative officer: Chancellor, President, any administrator with the rank of Vice President, Dean, Associate Dean, Registrar, and Assistant Registrar.
3. A regular, full-time staff member, who has been continuously employed at Pepperdine for three or more years, in a position requiring at least forty hours of work per week.
4. A part-time faculty member who has been assigned one or more courses for the trimester in which benefits may be claimed.
5. A full-time staff member who has been employed at Pepperdine less than three years, but whose duties have required at least forty hours per week.

6. The spouse of any of the above.
7. A dependent son or daughter of any of the above, who is unmarried on the last day of registration and who is 22 years of age or under.

LIMITATIONS OF BENEFITS

1. Under no circumstances shall any student receive benefits under this policy in addition to an academic scholarship, an achievement award, a family discount or a teacher discount. In instances where the student would qualify for one or more of these other benefits, he may choose the one which is most advantageous for him.
2. Tuition benefits shall apply to undergraduate study only at Los Angeles, Seaver College, and Heidelberg, and shall apply to graduate and professional study only as explicitly stated in specific instances in Section III and IV. Professional study is defined as study in The School of Law, The School of Business, and The School of Education.

FULL-TIME FACULTY AND ADMINISTRATIVE OFFICERS. Shall be granted the following benefits for themselves and for all members of their family who qualify under Section I.

1. 100% tuition remission on courses taken in undergraduate programs.
2. 50% tuition remission on courses taken in The Graduate School and graduate work in professional schools.

REGULAR FULL-TIME STAFF MEMBERS. Shall be granted the following benefits for themselves and members of their family who qualify under Section I:

1. 50% tuition remission on courses taken in undergraduate programs.
2. 25% tuition remission on courses taken in the Graduate School and graduate work in professional schools.

PART-TIME FACULTY MEMBERS. Shall be granted the following benefits for themselves and members of their family who qualify under Section 1:

1. 25% tuition remission on courses taken in undergraduate programs.
2. 25% tuition remission on courses taken in the Graduate School and graduate work in professional schools.

SCHEDULING OF CLASSES FOR PERSONNEL. Staff members shall schedule their classes only after regular working hours, so as to avoid conflict with their duties. Staff members whose work involves travel shall consider that the obligations of their work take priority over their attendance at classes. Exceptions to the policies stated in this paragraph may be granted upon written petition, but only when approved by the work supervisor and the appropriate administrative officer at the level of Dean or Vice President.

PERSONNEL ON LEAVE OF ABSENCE. Faculty and staff members on leave of absence from the University, and members of their family, shall not be eligible for tuition benefits except under one of the following conditions:

1. When specifically approved in writing by the President of the University.
2. During a Sabbatical Leave that has been approved by the President of the University.

If benefits are so granted, they shall not exceed those for which the faculty or staff members and members of their family were eligible during the last trimester of active service and employment with the University.

FEES

1. Every student receiving a tuition benefit shall be required to pay a registration fee of \$10.00 for each school session.
2. All fees provided for in the catalog shall be paid by the student in all cases.

ROOM AND BOARD. Faculty and staff members who live in residence halls shall be required to pay full room and board charges as stated in the catalog.

TUITION BENEFITS FOR DEPENDENTS OF DISABLED OR DECEASED FACULTY

The University is eager to provide as much security for the faculty as is consistent with sound fiscal policies. In line with this intention, if a full-time faculty member, who has served the University for three years or longer, should become disabled or die while in the service of the University, any dependents of that faculty member will be granted full tuition benefits in the undergraduate divisions of the University, provided such dependents are unmarried and are twenty-two years of age or under on the last day of registration. In exceptional cases of unusual hardship, consideration may be given for assistance at the graduate level by the Trustees upon recommendation by the President.

PRE-EXISTING ARRANGEMENTS. This policy shall not abrogate any contracts or agreements executed previously which are currently in effect. This policy shall not extend to members of the faculty or staff whose initial employment was prior to August 31, 1971.

Members of the faculty and staff whose employment began or whose contracts were dated prior to August 31, 1971 shall receive the benefits described in the Manual of Standard Procedures, February 1968. The Faculty Handbook, Section (i) PP. 20-21, shall be changed to read as follows: "Tuition benefits for disabled or deceased faculty member's dependents shall be the same as those benefits provided for active members of the faculty. These benefits will be extended to the family of any faculty member who has been in the service of the institution for three or more years."

Some specialized courses and independent study courses require special equipment or materials. Faculty members or their dependents will pay the cost of such special equipment or materials.

5. VACATION

The full-time faculty of Pepperdine University is responsible to the University for the entire trimester period in which they are teaching, and for such other times as an effective fulfillment of their responsibilities may require. Faculty members may be responsible to the University during the school year at all times except when the University is officially closed. But as a rule, the faculty is free during the time when school is not actually in session.

Those faculty with administrative responsibility are allowed two weeks vacation with pay during the summer and such other times as the University may be officially closed. After ten years of service to the University, the vacation period is three weeks.

6. PAYDAY

Faculty members are paid on a monthly basis. Checks may be picked up at the payroll office on the 26th of each month. If the 26th falls on a Saturday, the salary check may be picked up on Friday, the 25th. If the 26th falls on a Sunday, the salary check may be picked up on Monday, the 27th. Ordinarily faculty members receive their checks earlier than the 26th during the months of November and December due to Thanksgiving and Christmas holidays.

7. ADMISSION TO EVENTS

Each faculty member receives an identification card at the beginning of each year which permits attendance at all the University events for which student identification cards provide admission. Cards are also provided for spouses. The Finance Office distributes the identification cards.

8. SABBATICAL LEAVE

- (a) **DEFINITION AND PURPOSE.** The purpose of the professional leave is to aid the recipient in becoming more useful to the University as a teacher, a scholar, or as an administrator. Sabbatical leaves of absence, while recognizing previous service to the institution, are in no wise to be considered due solely on the grounds of length of service. Professional leaves are an investment by the University for the purpose of faculty and staff improvement. Thus, each application for a professional leave will be reviewed for approval individually.
- (b) **ELIGIBILITY.** Sabbatical leaves, or furloughs, for study and research may be granted by the Board of Trustees on recommendation of the President to members of the professional staff who have completed at least ten full consecutive years of service to the University with the rank of Assistant Professor or higher. While preference will probably be given to applicants with the longest years of service, this factor may not outweigh other considerations. Only full-time faculty on tenure will be eligible for sabbatical.
- (c) **TERMS OF LEAVE.** The sabbatical leave may be granted at full pay for one trimester or half pay for two trimesters. Pay in this case is defined as the normal contractual rate to which the staff member would be assigned if he were working full time for two trimesters that particular year. It is understood that during the term of a sabbatical leave, the University will maintain, according to the contractual salary which the staff member would receive if he were working full time, its share of pay in the retirement program, health insurance, Social Security, or any other specified benefit which may be assigned to the faculty. During the same period the University will continue to withhold from the staff member's compensation that share of these funds which he would normally provide for each of these programs.
- (d) **RETURN TO SERVICE AT THE UNIVERSITY.** The individual granted the sabbatical leave will return to the University and serve for at least one year. Individuals who receive financial aid for a sabbatical leave and who accept another position or decline employment at the University before the end of the one-year period are expected to repay all of the grant to the University. "Grant" includes the salary portion awarded to the faculty member.
- (e) **USE OF TIME.** An application for a professional leave from Pepperdine University shall include a detailed plan for the use of one's time during absence from the campus and a plan for a full report on the use of time upon return to the campus. In no case is a leave intended to augment one's income. Individuals may not use sabbatical leave time for teaching at another institution except in unusual cases, specifically approved in advance. If part-time employment is contemplated while the primary purpose of the sabbatical is pursued, such work shall be included in the proposal when requesting leave.

Any further adjustment must be approved by the Committee upon written request by the person on leave. The benefit of the University must be uppermost in considerations leading to the approval of the proposal.

- (f) **PROCEDURE.** The granting of a sabbatical leave is based upon a written proposal submitted by the staff member to the Dean of the appropriate school for submission to the Executive Vice President of the University. The proposal will be reviewed by a Sabbatical Leave Committee to be appointed by the Committee on Committees. All arrangements and details of the leave shall be in writing and signed by the staff member, the President of the University, the Executive Vice President, and the Dean of the appropriate school or university. A copy of these arrangements shall be deposited in the staff member's personnel file and a duplicate given to him.

Proposals for professional leaves should be submitted for consideration at least two full trimesters prior to the time when the individual desires to be absent from the campus.

- (g) **POSSIBLE NUMBERS OF LEAVES TO BE GRANTED EACH YEAR.** The number of leaves granted each year shall not exceed two faculty members per year for the first three years of operation of the sabbatical leave program, and thereafter shall not exceed 5% of the full-time faculty.
- (h) **NEW SERVICE PERIOD.** When a sabbatical leave has been approved and taken, resumption of service to the University shall begin a completely new service period as related to the eligibility for sabbatical leave.
- (i) **IMPLEMENTATION.** Other things being equal, those of longer service to the University will be given priority of consideration by the Sabbatical Leave Committee.

IV. FACULTY RESPONSIBILITIES

A. QUEST FOR EXCELLENCE

Faculty members deal with various types of subject matter (from highly abstract symbols to very specific events) and goals (from sharpening theoretical insights to developing specific skills). But certain constants characterize all teaching excellence. Students should find creative imagination and intellectual excitement in every academic experience. When a deep interest in both the subject matter and in the students accompanies thorough preparation for instruction, we help create an optimum learning situation. The quality of instruction within the University should be enhanced by such non-teaching activities as reading in and beyond one's major field, conducting significant research, publishing articles and books, producing creative work in the arts and serving the professional organizations.

B. MEETING CLASSES

In order for the University to meet its responsibilities to the student, it is expected that each member of the faculty will faithfully and promptly meet his classes at the times that are scheduled. When it is necessary to be absent, it is the responsibility of the faculty member to notify the chairman of his division. In all cases when a faculty member expects to be out of town for the purpose of attending scholarly meetings, lectureships, or for other reasons, it is expected that he will notify his Divisional Chairman and receive approval in advance. Any faculty member who plans to be absent from the campus for any period longer than two or three days and/or for any purpose that is not directly connected with college duties shall request approval in advance from the Dean.

C. OFFICE HOURS

Faculty members will announce specific office hours as early in the trimester as possible and post them on office doors. The switchboard operator should be notified and a schedule filed with the Divisional Chairman who will forward copies to appropriate administrators. Availability for student consultation is considered one of the most significant aspects of the work of a small university. Office hours should be maintained conscientiously and should be distributed over the Monday-through-Friday schedule to accommodate students.

D. CHAPEL ATTENDANCE

Since the daily chapel is a central part of the purpose of the University, regular attendance at chapel is a professional responsibility of the full-time faculty member which should be violated only for important cause. The faculty is urged to build through example and attitude a respect for the reverence and spirit of worship which this period strives to represent. Probably no activity does more than daily chapel to set the fundamental tone of the campus, including its interpretation of the central meaning of life.

E. GRADUATION

All faculty members are expected to attend the graduation exercises and convocations. Academic regalia will be worn. Faculty members teaching during the spring trimester or summer sessions are expected to attend summer graduation exercises, and others are welcome to participate.

The Marshal's Office, responsible for all academic processions, will make available detailed instructions at least one week before each event. No special order of procession will be followed.

The Registrar's Office will mail instructions to all faculty members before each graduation to enable them to rent academic regalia. Those interested in purchasing caps and gowns may make arrangements through the Bookstore. For further information contact the Marshal's Office.

F.ACADEMIC ADVISEMENT

In order that students may be effectively advised in their general education in particular as well as in their whole academic program, the following program of academic advisement has been established by the joint action of the faculty and Dean of Student Life:

- (a) The Registrar's Office sends to Division Chairmen copies of enrollment statistics each trimester, which include class lists with majors indicated. Each student is assigned to the division in which he plans to major when he enrolls.
- (b) The Registrar forwards to each Division Chairman copies of credit summaries for students majoring in the department.
- (c) Students' grade reports are sent by the Registrar to Division Chairman, according to majors, at the end of each trimester.
- (d) The Chairman of the division will advise or supervise the advisement of each major in his division.
- (e) The Dean of Student Life Office will provide the Chairman of the division with a list of students doing unsatisfactory work (below "C") in the division.
- (f) The chairman of the division will supervise the continued education of each student's progress, utilizing trimester grade reports and noting the student's progress toward graduation on the credit summary.
- (g) When a student submits an application for graduation, the Registrar will assume responsibility of approving the application, taking into account (1) general education requirements, (2) total units requirements, and (3) grade point average. The application will be approved by the Divisional Chairman in respect to the major division requirements.
- (h) During the academic advisement, or at other times, a faculty member may conclude that a particular student needs additional counseling concerning personal problems. Teachers are encouraged to provide whatever personal counseling they feel able to provide, and to refer students to the Dean of Student Life for additional counseling.

G. COMMITTEE ASSIGNMENTS

1. FACULTY COMMITTEES AND GROUPS

Pepperdine University encourages wide participation of the faculty in all of its educational processes. In order to expedite this wide participation, a number of standing and temporary faculty committees operate on the campus. Effective committee work is an important part of a faculty member's responsibilities in a broadly cooperative endeavor such as a liberal arts college. A special bulletin describing the faculty committees for any given year, their organization and duties may be secured upon request at the Dean's Office.

2. FACULTY MEETINGS

(a) The Faculty Association

(1) Meetings of the Faculty Association are conducted by the Chairman of that faculty, elected to this position by the faculty.

(2) These meetings are held once a month during the academic year.

(b) Administratively called meetings

(1) The Dean conducts these meetings.

(2) There will be two of these meetings each trimester: the first Wednesday in October, November, February, March, June and July at 3:15.

(3) Special meetings may be called as circumstances warrant.

(4) Every member of the faculty is expected to attend meetings as a part of his responsibility to the University.

3. PROCEDURES FOR APPOINTED COMMITTEES

(a) Establish regular meeting time.

(b) Inform the general faculty of such meeting time.

(c) Members of the committee may ask members of the faculty to offer suggestions or proposals of any kind.

(d) Submit progress reports when requested by the Committee on Committees.

- (e) Present final proposed solutions to the Administration.
- (f) To report the results of the committee's work in detail to the general faculty.
- (g) Upon making the final report to the general faculty a committee may be dissolved.

H. TESTING AND GRADING

(1) Academic Status and Progress of Student

Grades are important to students and the assignment of grades must be taken seriously by all teachers. Teachers are expected to maintain high academic standards, including a high standard of academic integrity. Among other things, this includes assigning grades accurately and fairly.

Each student deserves a clear understanding of his academic status and educational progress in each class. This requires a systematic evaluation program on the part of the instructor. Inasmuch as evaluations are an integral part of academic guidance, it is advised that the evaluation program be started early in the trimester lest too much weight fall on the final examination period and the student not receive early guidance.

(2) Mid-term Check-Up

Students should be advised of their progress at mid-trimester in one of the following ways:

- (a) By interview with students individually.
- (b) By giving a mid-trimester grade card to all students.
- (c) By giving mid-trimester grade cards to students doing unsatisfactory work.

Whichever way is chosen, a card should be turned in to the Dean of Student Life for all students receiving "D" or "F" as a mid-trimester grade. These cards should be turned in not later than Wednesday of the eighth week of school.

(3) Final Review and Examination Period

- (a) All students are responsible to attend the final period. Final examinations are expected for each course. Any variation from this policy must be approved by the Dean.
- (b) Absence from this period will be excused only when formal arrangements in writing are made with the Dean's Office, and such arrangements will be possible only in cases of emergency.

- (c) Absence from the final period without proper arrangements will be considered a serious matter by instructors and will negatively influence the student's grade.
- (d) In all cases of genuine emergencies such as illness, care should be taken to inform teachers before grades are turned in.
- (e) Graduating seniors are required to attend the final period.
- (f) The schedule of final examination week will be published in the GRAPHIC.
- (g) Final grade reports for all students are due in the Registrar's Office the first Monday following the last day of finals. In order that all instructors may follow the same procedure and the work of the Registrar's Office may be facilitated, the following is requested:
 - (1) Please turn in student roster sheets as soon as possible and in no case later than Monday following the last day of finals.
 - (2) Students must have been passing the course at the time the illness or emergency arose in order to be eligible for a grade of "I". Students with accumulated unexcused absences should not be given "I" grades.
 - (3) A student should not have a "W" unless he has officially withdrawn from the course. If he has not withdrawn, but has failed to attend, report this fact to the Registrar.
 - (4) Please do not leave your grades in the office without having them checked. There will be a clerk available to check them with you.
- (4) Henceforth, any grade that is to be changed must be justified to the Credits Committee with a written recommendation accompanying the request. In addition, the faculty member may be expected to appear before the committee to explain the reasons for the request.

Note: Numerous requests have been made for students to miss the final review or examination period in order to begin work. If this were done, it would simply mean reducing the length of the school year one week which would seriously affect the accreditation of our University work. It would, of course, be unfair for some to leave while others stayed. Hence, all requests will be denied except those involving genuine emergencies.

- (5) The Dean's Office will provide a statistical analysis of each instructor's grades at the end of each trimester. Obviously, there can be no predetermined percentage of A's, B's etc., that will be expected in every class. On the other hand, if a teacher consistently reports an unusually large percentage of very high or very low grades, some reevaluation of the teacher's grading standards may be appropriate.

ADMINISTRATION OF FINAL EXAMINATIONS

It is the policy of Pepperdine University that a comprehensive final examination be administered in each course. All students who receive credit for the course are expected to take the final examination. If the faculty member believes that the final examination is inappropriate for his course, it is his responsibility to explain his reasons in writing to the Chairman of his Division, who will in turn forward a copy to the Dean.

It is the policy of the University that all examinations be given at the time scheduled. Any departure from this policy must be approved in advance by the Dean.

Individual students who have good reason for doing so may obtain permission to take the examination later than the scheduled time, but not earlier. The following factors support this policy:

- (a) It is necessary under the trimester system to make full use of all time allotted to each course.
- (b) It is important to recognize that if one student is given permission to take his examinations early, it is only fair to give the same permission to all students who may wish to do the same thing. The practical result would be to move examinations from the week assigned for them to the last week of classes during the trimester. In practice the trimester would be shortened by at least one week.
- (c) Certain problems may be encountered by giving one student an examination early in that other members of the class may be tempted to discuss the examination with him.

Only under very grave circumstances may this policy be relaxed. A student about to be inducted into the military service or who is facing major surgery may be given permission to take the examinations early.

Permission for an early examination may be given only by the Dean.

The following procedures apply to students who seek to take an examination late:

- (a) A student who has three or more examinations on his schedule for the same day will be expected to take no more than two of them on the day scheduled. Any other examination may be postponed by mutual agreement between the student and his teacher. No fee is charged in such a case.
- (b) Students who request permission to take examinations late for any reason other than the one stated immediately above should present a petition to the Dean. This petition should be fully completed and approved by the teacher or by the Divisional Chairman.

- (c) The special examination fee will be charged in all cases of late examinations except where the postponement is due to the scheduling of three or more examinations for the student in one day.

I. FACULTY EVALUATION

The faculty voted unanimously to institute a program of student-evaluation of the faculty. A few weeks prior to the end of each trimester, divisional secretaries will distribute evaluation forms to each faculty member. At a class session during the last week of class, approximately fifteen minutes before the final bell, the faculty member should distribute the evaluation forms for each class, providing an envelope large enough to hold all of the evaluation forms for each class. So that the students will not feel intimidated, the faculty member should not be in the classroom when the forms are being filled out. The faculty member should leave the envelope with the course title and the instructor's name written on it and instruct a student to pick up the evaluation forms and deliver them to the Dean's office in the envelope provided. Faculty members should assure students that the evaluation forms will not be reviewed until after grades are submitted.

After the forms have been carefully reviewed by the Dean, they will be returned to the Divisional Chairman for review before returning them to faculty members. Divisional Charman should use discretion concerning private discussions of the results of the forms with individual members of their divisions. All faculty members are expected to participate in the teacher evaluation program.

V. SERVICES

A. WORD PROCESSING CENTER

The University wishes to provide adequate secretarial support for every faculty member. In addition to the divisional secretaries, a word processing center is maintained in Room 315C of the Huntsinger Academic Complex. The center is staffed with specially trained personnel. All work to be done at the Word Processing Center should be submitted through the Divisional Chairman's office.

B. MAIL

Every faculty member will be assigned a mailbox in the Campus Center. The mail room will distribute mail each morning to the mailboxes. Each divisional office will also maintain boxes for dissemination of notices to facilitate internal communication. Only University business mail should be sent through the mail room for University postage.

C. BOOKSTORE

The University bookstore has a full inventory of books and supplies, and full-time faculty members are entitled to a 10% discount when purchasing regularly stocked books and supplies costing more than one dollar. Necessary office supplies are also available in the University Bookstore. Requisitions for items to be supplied by the bookstore are to be submitted through the office of the Divisional Chairman. It is the wish of the bookstore to stock all items required and recommended by faculty members. This is a service to the students.

D. KEYS

All campus buildings are keyed to provide maximum security. Original keys are issued by the Director of Physical Plant upon authorization of the Dean. Requests for keys should be made at the office of the Dean. Lost keys should be reported immediately to the Director of the Physical Plant, and no keys should be duplicated.

E. REPAIRS

Faculty equipment should be reported to the appropriate Divisional Chairman. The Divisional Chairman will authorize repairs to be made by the office machines repair staff. Repairs of the physical plant should be reported to the Director of the Physical Plant who will coordinate and schedule repairs.

F. ROOM ASSIGNMENTS

Faculty office assignments are made by the Dean in consultation with the appropriate Divisional Chairman. Classroom assignments are made by the Registrar's Office and requests for specific rooms should be forwarded to that office. A schedule for the use of Elkins Auditorium, Stauffer Chapel, Fireside Room, Terrace Room, and the Amphitheater is maintained by the Dean's Office.

G. THE EDUCATIONAL MEDIA CENTER

The following types of audiovisual equipment are available for instruction: 16 mm. motion picture projectors, 8mm. motion picture projectors, slide projectors, filmstrip projectors, overhead projectors, opaque projectors, reel-to-reel tape recorders, cassette tape recorders, and record players. In case of mechanical failure, back-up equipment is available for substitution.

The Educational Media Center will produce the following teaching materials for specific instructional needs: 8 X 10 inch transparencies for use on the overhead projector, 35 mm. color slides from opaque materials, out-of-house duplication of 35 mm. color slides, tape recordings, cassette tape duplication, and transfer of audio from records to tape recordings.

Other services include centralized ordering of rental films, film inspection and repair, equipment delivery, set-up, and collection afterward, equipment maintenance and repair, and limited projectionist service.

All media center services are available from 8:00 to 5:00 weekdays. Services may be extended to weekday evenings by prior arrangement with the media center staff. The center will provide equipment on an in-and-out basis only—never on an extended basis. Top priority is to be given to classroom instructional use and services are provided at no charge. Second level priority is to be given to university-related individuals, campus organizations and others on a first-come first-served basis. These groups will be charged according to the attached schedule.

Whenever possible, instructional materials should be bought from commercial sources to save money. However, many audiovisual materials needed are not available in commercially prepared packages. Commercial materials may be selectively edited, or parts of different sets dealing with the same subject may be combined in sequence. Such materials need to be designed with the direct participation of the teachers who are going to use them.

All film orders are to be channeled through the Educational Media Center. Film requests should be made on university requisition forms with preferred and alternate dates specified. Non-local film libraries need at least two weeks advance notice when processing out-of-state film rental requests.

Advance notice is required for all services. When requesting equipment by phone, provide us with the day, time, place, and items needed. All equipment is collected at the end of the

class period unless we are told otherwise. Faculty teaching evening classes should telephone the Educational Media Center as soon as the class is dismissed so that the equipment might be collected immediately. In case of equipment breakdown, report any mechanical problems to the media center immediately.

The Malibu campus shall own all materials produced on school time with school material and equipment. Individual users have a right to a copy at their own expense.

Please notify the Educational Media Center at least one week in advance of an evening or weekend event requiring an audiovisual operator. Operator services required for classroom instructional use are provided at no charge; however, events not directly related to classroom instruction that require an audiovisual operator should be requested on a university requisition form with the appropriate account numbers and appropriate signatures.

Charges for operators of audio visual equipment for events not directly related to classroom instruction are:

On-Campus Events:	\$6.00 minimum (covers two hours)
	\$3.00 for each hour thereafter
Off Campus Events:	\$4.00 per hour, portal to portal.

When less than seven days of advance notice is given for an event not directly related to classroom instruction requiring an operator's services, a 10% surcharge will be added to the total bill for operator services.

When less than 24 hours of advance notice is given for an event not directly related to classroom instruction requiring an operator's services, a 20% surcharge will be added to the total bill for operator services.

H. LIBRARY

The University library is under the direction of the Librarian who in turn is responsible to the Executive Vice President. A faculty library committee serves the Librarian in an advisory capacity and aids in the planning and allotment of the book budget to the various divisions. Faculty members are responsible for selecting and ordering books and building up the collection for their particular divisions and classes. Library order cards when filled out

completely and signed by the Divisional Chairman should be sent to the library. A general fund exists to purchase books of interdisciplinary interest which faculty may recommend to the Librarian.

Faculty enjoy trimester-long borrowing privileges for all circulating books. At the end of each trimester, books should be turned in at the library and renewed for the following trimester if still needed. Interlibrary loan service is open to faculty and graduate students for obtaining books from other libraries whenever possible. Books may be placed on reserve for one or two hours or days. As a rule, all books are removed from the reserve section at the beginning of each school trimester before reading assignments are made.

A Memorial Book Fund exists through which gift books may be placed in the library to honor some individual. Book reviews and various types of exhibits are held in the library several times a year.

A library handbook for the faculty is available for more detailed information. **VIEWS AND PREVIEWS OF THE LIBRARY** is a periodic publication which lists the new books added to the library. The library is open seven days a week. It closes at 11 p.m. Monday—Thursday; 5 p.m. Friday and Saturday. Sunday afternoon hours are from 2 p.m. to 11 p.m. Hours will be posted for holiday periods.

I. SECURITY AND EMERGENCY SERVICES

In case of any emergency during working hours, contact the switchboard first. The Director of the Physical Plant should be contacted immediately thereafter. Security may be reached at any time at extension 441.

J. PURCHASING

All items to be purchased from an outside vendor must be handled through the Purchasing Office. A requisition must be presented for each purchase, and must be approved by the Divisional Chairman. Full details concerning the suggested vendor, quantity, quality, stock number (if known), price, and other specifications in as much detail as possible are helpful. The Purchasing Office will notify the division when the item has been ordered and received.

No agreement is recognized by the University unless a purchase order has been issued.

K. PARKING

The University maintains several parking lots for the convenience of faculty, students, and visitors. Faculty members should register their cars with the Dean of Student Life and receive a parking sticker which should be attached to their car. This permit entitles faculty to park anywhere on campus. Faculty members are expected to observe all campus traffic regulations.